

69-10461

DD / S R E G I S T R Y

FILE *Training 3-1*

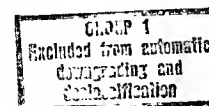
MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Personnel  
Director of Security

SUBJECT : Recruitment and Development of Career Trainees

1. Efforts by the Career Training Staff to recruit highly-qualified CT's for the Support Services in FY 1969 and the early part of FY 1970 have been hampered in part by difficulty in presenting to applicants a reasonably well-defined proposal for their career development and advancement. We are all aware of today's intensive competition for talented young people and I am particularly concerned that the Support Services be able to persuade young professional applicants and Career Trainees that there are job challenges and career opportunities which fully justify the high selection standards I have directed the Career Training Staff to maintain.

2. I am asking, therefore, that each of the Support Services, in consultation with the Chief of the Career Training Program, re-examine the nature of early assignments for CT's and their development to the GS-12 level. The purpose is to provide to the Career Training Staff and the Recruitment Division of the Office of Personnel written guidance which will enhance the recruitment and development of our Career Trainees. Particular emphasis should be placed on relating the break-in period of apprenticeship tasks to longer-term development. This I think has been particularly well done in earlier efforts by the Office of Personnel and I have attached hereto as a possible guide for your submission a copy of the OP paper.


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SUBJECT: Recruitment and Development of Career Trainees

3. Recognizing that the FY 1970 recruitment program already is well underway, I would appreciate your submissions on or before 24 March 1969.



R. L. Bannerman  
Deputy Director  
for Support

Att

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Personnel Career Service

Career Trainee Requirements and Career Development Program

I. Personnel Functions

A. Central Personnel Office

1. Placement
2. Position Management & Compensation
3. Contract Administration
4. Retirement
5. Benefits and Counseling

B. Other Headquarters Components

General Personnel Officer functions involving most of the Central Personnel Office activities and, in certain instances, support of overseas activities.

C. Overseas Components

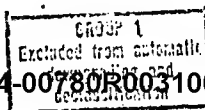
General Personnel Officer functions performed at overseas locations in direct support of those employees assigned to the particular post. Involves most of the Central Personnel Office activities in addition to various related support duties applicable to overseas assignments.

II. Qualifications for Assignment to the Personnel Career Service

Employees should meet the selection criteria for Career Trainees and, preferably, should have an academic background in Personnel or Business Administration.

III. Staffing Requirements

At present, the Personnel Career Service anticipates a requirement for 10 Career Trainees per fiscal year, including those employees assigned from CT classes and those Career Trainees converted to the Personnel Career Service upon return from overseas assignment.



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#### IV. Career Development Program

Upon entry into the Personnel Career Service, the Career Trainee will usually be given relatively short-term (1-year) assignments within the Central Personnel Office during the first several years of his career. Such assignments would be accomplished within the following flexible 3-year assignment program, after which the employee would move to a generalist position outside the Central Office or be assigned to a specialist function within the Central Office.

##### Initial (when practical)

Transactions and Records (up to one month)

##### 1st and/or 2nd year

Placement  
Position Management & Compensation  
Contract Personnel

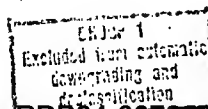
##### 2nd and/or 3rd year

Benefits and Counseling (exit interviews, death cases, etc)  
Retirement (technical)  
CSPS - (depending on the employee)  
WARO - (depending on the employee)

##### Final (when practical)

Central Processing (up to one month)

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recruitment and Development of Career Trainees

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| <b>FROM:</b><br>Deputy Director for Support<br>7D 18 Hq. | <b>EXTENSION</b> | <b>NO.</b><br><br><b>DATE</b> |
|--|------------------|-------------------------------|

| TO: (Officer designation, room number, and building) | DATE     |           | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|--|----------|-----------|--------------------|---|
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